

**STATE OF TENNESSEE**



**TREASURY DEPARTMENT**

STATE CAPITOL  
NASHVILLE, TENNESSEE 37243-0225

**IT Business Analyst**

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. We safeguard Tennessee taxpayer dollars, teach citizens to make financial decisions, manage approximately \$50 billion dollar assets in house for the State of Tennessee pension fund, provide retirement coverage to State employees, and return abandoned property.

**DESCRIPTION:**

The Relationship Management section of the Information Systems Division is responsible for understanding and representing the perspective and technology needs of the customer, quality assurance testing of new applications and enhancements to existing applications, maintaining updated systems and user documentation, and training end-users if necessary.

**RESPONSIBILITIES:**

- Technical point of contact for business users in interpreting Information Technology policies and procedures and in facilitating process improvement and workflow management
- Facilitates meetings and/or design sessions to validate, prioritize, and document specific requirements for application enhancements and new development
- Create documentation including: process diagrams, UML models, use cases, business functional and non-functional requirements
- Perform testing and defect tracking for application enhancement or new development

**MINIMUM QUALIFICATIONS:**

- Graduation from an accredited four-year college or university with a bachelor's degree in Information Systems or Computer Science or
- Two years in a business unit to be supported with a bachelor's degree in Accounting, Business Administration, or Management
- In addition, three years of experience in any of the following: business analysis, systems training, leading or managing the process involved in planning and implementing new information systems or planning, and integrating new technologies into existing systems

To apply, submit your resume to: [Treasury.Resumes@tn.gov](mailto:Treasury.Resumes@tn.gov)

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